

Before you Begin...

- You need Common Access Card (CAC) to eSign your OGE 450 Report, and
- You must be registered as an FDM user. Refer to [How to Self Register for FDM](#) for details.
- Log in to FDM. Refer to [How to Login to FDM](#) for details.

Overview

This How To Guide provides instructions for using FDM to perform:

- Getting Started
- Entering Report Data
- Wrapping Up

Getting Started**1. Select a report.**

Click the **My Reports** tab to display the Reports List page.

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources

Welcome Faye A. Baxter

Annual OGE 450 Reports are due 30 November.

- To start a new OGE 450 report click "Add New Report".
- To work on an existing report select a report from the table below.

My OGE 450 Reports

Year	Reporting Status	Review Status	Last Updated	
2005	Annual	Draft	09/22/2005	Add New Report Edit Delete

For an existing report:

In	Click	To...
Draft	Edit	enter data before eSigning
	Delete	delete report before eSigning
Under Review	Amend	edit a report after eSigning (rare)
	View	Read but not edit a report

2. Get Organized.

1. Retrieve source information if required.

2. Click **Continue** when ready.

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My Reports | My Info | Review Filers | Admin | Resources

Reports List | Report Data | Attachments | Comments

Getting Started | Non-Investment Income | Assets | Liabilities

Getting Organized

Note: You must have Adobe Reader 6.0 or later installed on your PC to view and print the report.

Click to see what version you have.

TEST

You may find it helpful to have this information to prepare your report:

- A copy of your previous OGE 450 (if you have filed before)
- Tax return
- Brokerage and/or mutual fund statements
- Rental agreements
- Any agreements or arrangements from past, current or future employers
- Mortgage statement (for any properties that are not your principal residence)
- Credit card (if over \$10,000) and any other loan statements

Continue

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Note: FDM displays the My Reports tab menu items. You can click Reports List to go back to the Reports list page. Other menu items (Attachments for example) are inactive until you "Set up" your report.

3. Set up Report.

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My Reports | My Info | Review Filters | Admin | Resources

Getting Started | Reporting Status | Reporting Period

Instructions: A Special Government Employee (S.G.E.) is an employee who is retained, designated, appointed, or without compensation, for not more than 150 days in a full-time or substantial basis.

Are you a Special Government Employee?

☐ Yes ☐ No

What is the reporting

☒ Annual ☐ New Entrant

Reporting Period

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Due Date: 11/30/2005

Report needs to be submitted by: 11/30/2005

Common Questions

- Is there a combat zone extension?
- How do I request an extension?
- What happens if I do not file by the required due date?
- What happens if I file an incomplete or false report?
- Glossary

- Make entries and click **Continue** on each page.
 - FDM reminds you to enter required data.
 - The report is not "set up" until you see the Due Date page.
- You can now click **Continue**, or click **LOGOUT** and return later to complete your report.

4. Enter contact information.

1. Enter missing data (Example: Position, Agency, Branch, Address).

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My Reports | My Info | Review Filters | Admin | Resources

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

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Contact Information

Last Name: Baxter

First Name: Faye

Middle Initial: A

Employment Category: ☒ Civilian ☐ Military Grade: GS15 Enter grade as O7, GS13, etc.

Position/Title: Administrator

Agency: DDD

Branch/Unit: IT

Government Office Telephone: 732 - 555 - 1234

Address Line 1: Ft. Monmouth

Address Line 2: Bldg. 1209 (optional)

City/Province: Tinton Falls

State: NJ

Country: USA

Zip Code: 07703 - 5207 (zip+4 optional)

Common Questions

- Glossary

2. Click **Continue**.

Entering Report Data

1. Indicate if you have data to report.

Note: All Report Data pages function in the same manner. Use this section as a reference to enter data on any Report Data page.

1. Click **Yes** to enter data for a report category.
- or-
- Click **No** if you have nothing to report for a category.

Financial Disclosure Management

My Reports | My Info | Resources

Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

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Non-Investment Income

Instructions: Report for yourself and your spouse. For yourself, report all sources of salary and earned income such as salaries, fees, and honoraria (other than U.S. Government salary or retirement benefits, such as the Thrift Savings Plan) which generated more than \$200 in income during the reporting period. For your spouse, report all sources of salary and earned income (other than U.S. Government salary or retirement benefits, such as the Thrift Savings Plan) greater than \$1,000 (for honoraria if greater than \$200) during the reporting period. Exclude your dependent child's earned income.

Reporting Period: 10/01/2004 through 09/30/2005

During the reporting period, did you, or your spouse receive any reportable non-investment income?

☒ Yes ☐ No

Common Questions

- What non-investment income can I exclude?
- What are some examples of reportable non-investment income?
- Glossary

2. Click **Continue**.

Continued...

2. Enter Report Data.

1. Enter data.

2. Click **Save**.

To add another record for this category click **Add**.

To go to the next Report Data category click **Continue**.

Financial Disclosure Management

My Reports | My Info | Review Filers | Admin | Resources

Reports List | Report Data | Attachments | Comments | Flags | Audit Trail | View/Print | Review Status

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Getting Started | **Non-Investment Income** | Assets | Liabilities | Outside Positions | Agreements | Gifts | Wrap Up

Non-Investment Income

Instructions: Report for yourself and your spouse (or partner, if you are a spouse) for salaries, fees, and honoraria (other than U.S. Government salaries or honoraria) generated more than \$200 in income during the reporting period. Report income (other than U.S. Government salaries or honoraria) if greater than \$200 during the reporting period.

Reporting Period: 10/01

Name: Joe Baxter
City: Carteret
State: NJ
Country: USA
Owner: ☐ Self ☒ Spouse

Save

To revise this record, click **Edit**.
To remove this record, click **Delete**.
To add a comment for this record, click **Add Comment**.

Source of Income	Type of Income	Owner	No Longer Receiving
Joe Baxter, Carteret, NJ, USA	Salary (other than Federal Government)	Spouse	<input type="checkbox"/>

Add Income **Continue**

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Wrap Up

Perform the wrap up steps.

1. Make entries and click **Continue** on each Wrap Up page.

2. Click **Sign & Submit**.

Refer to [How to eSign for Filers](#) for details on how to eSign.

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Getting Started | Non-Investment Income | Assets | Liabilities | Outside Positions | Agreements | Gifts | **Wrap Up**

Report Ready for Submission

Congratulations! Do you want to go to the next step?

☒ Submit Now ☐ Submit Later

Sign & Submit

I hereby certify that the attached are true, complete, and accurate.

Signing with my method of sign

To do so click

Note: If for some reason you are unable to sign, click the "Sign & Submit" button below to submit your report.

Your Supervisor, Audit fee will be notified of your submission.

Sign & Submit

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